



History Card Report

Important System Notes:

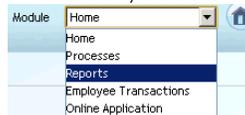
- Please refer to the School List Report or the Projected School List Quick Sheets on the CHAP Portal page at <http://ohr.k12.hi.us> under the “Introduction and Training Documentation” section for step-by-step instructions for login into and navigating in e.H.R.
- Pop-up blocker must be disabled for the e.H.R. web site. See the School List Report Quick Sheets Appendix “Disabling Common Pop-up Blockers for instructions.
- Adobe Acrobat Reader version 6.0 or higher must be installed. Download link available at <http://doe.k12.hi.us/acrobat.htm>.

Important System Notes:

- The report uses historical personnel action data stored in transaction system. Data prior to 1989 is not available.
- History Card Reports can only be generated for salaries employees. Casual Personnel and Substitute Teacher information is not available.
- This report was designed for a simplified view of all transactions for an employee. Both Certificated and Classified/SSP transactions are included. A report parameter allows selection of either or both types of employment in the report.

History Card Report

1. After logging into e.H.R., from the home screen, use the **Module** drop-down menu at the top



right of the page and select **Reports**

2. Type in the report name in **Description** box and press the **Filter** button to get to the History Card Report



3. Click on the radio button to select the History Card Report and then press the Run Report button

Select	Details	Report Category	Description
<input checked="" type="radio"/>	Show	Employee Reports	History Card Report



4. Enter a report label and type in the Employee ID for the person you want to run the report for. With the label and Employee ID input, press the Submit Parameters button to run the report.

History Card Report 1

Process Case Label:

Parameters

Prompt Text	Parameter Value
Person	<input type="text" value="10072021"/> <input type="button" value="Lookup"/> <i>Wakuhi, Lovellia</i>
HR Category	All
Position Id or All	All Positions
Ascending Descending Order By	Ascending
Report Output Type	PDF (PDF - Adobe Portable Document Format)
Report Destination	Save Output to DB

2



- If you do not have the Employee ID for the person, click on the list of values icon to bring up a pop-up window.
- In the pop-up window type in the last name a comma and then first name of the person then press the Go button . Note that there are hundreds of thousands of records, you want to type as much of the name that you have, typing in "smith" will result in 773 records which is too much to page through, a better search would be "smith, john" with four results.

List

Filter By:

Previous 1-10 of 194428 Next 10

Select	Id	Description
<input type="radio"/>	00000021	SM, John

- Once you have found the name in the pop-up window, select the radio button next to the name that matches your search criteria and press select button .
- Continuing from Step #4, after pressing the Submit Parameters button the report request will be processed.



- Upon successful running of the report the top of the windows will display the following system message:

Information

JHS-00100: Transaction completed successfully!

- Click on the "Download File" link to get the report in PDF file format

Report Cases

Filter By:

Show All Cases

Select	Details	Process Description	Report Case	Process Case Label	Begin Date	Report Status	Run By	Document Image
<input type="radio"/>	<input type="button" value="Show"/>	History Card Report	R200930	Test Report	05/13/2011 09:49:44	Completed	HR Empl, Ch...	<input type="button" value="Download File"/>

- Depending on you internet browser's PDF plug-in setting you will see the PDF report in a new window

History Card Report

Employee	Position	Grade	Salary	Pay Period	Pay Type	Pay Date
00000001	00000001	00000001	00000001	00000001	00000001	00000001

If you do not plan on using the report again, delete the report from the server by pressing the Delete button . Once the system deletes the report you will receive a confirmation system message

Information

- Process case deleted successfully!